

August 2, 2000

**Vacancy Announcement #00-246 TD/cs**

**COMPLIANCE OPERATIONS MERIT PROMOTION PLAN**

**POSITION:** Alcohol, Tobacco and Firearms Specialist, GS-1854-13  
(Senior Operations Officer)

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms (ATF)  
Deputy Director for Field Operations (West)  
San Francisco Field Division  
San Francisco, California

**OPENING DATE:** August 3, 2000

**CLOSING DATE:** August 30, 2000

**AREA OF  
CONSIDERATION:** Bureau-wide

**DESCRIPTION OF DUTIES:** Serves as a Senior Operations Officer responsible for coordinating complex studies and projects with national and/or inter- or intra-Division implications. Oversees the project or program progress and provides guidance and direction specific to the program or procedure for other Specialists. Participates in developing operational goals and policies in the Division, reviews plans and production estimates from area offices, monitors progress, identifies deficiencies and recommends corrective measures. Collects and records operating plan data, and submits required statistical reports. Provides expert technical and administrative assistance to area supervisors, group supervisors, and field personnel on complex and controversial issues and represents the Division when making presentations and at seminars to explain regulatory enforcement policies and programs. Analyzes market and industry trends within the district based on own research and on reviewing reports submitted by the special operations inspectors, area supervisors and others to keep division management and field personnel informed of changes that impact regulatory enforcement policies, procedures and practices.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade (GS-12) level in the Federal service. Applicants must meet the qualification requirements, including time-in-grade, by the closing date of this announcement.

**Specialized Experience for the 1854:** At least one year full-time experience equivalent to the GS-12 level which demonstrated knowledge of at least **one** of the following areas:

- Federal laws and regulations regarding the production, processing, storage, and distribution, of distilled spirits, wine, beer, or tobacco products, or sale or transfer of firearms and explosives
- Equipment, operations, and processes at distilled spirits plants, wineries, breweries, or tobacco products factories, or of equipment and records used in the firearms and explosives trade
- Principles and practices of accounting or auditing (less than full professional knowledge)

- Inspection or investigative techniques

In addition to the knowledge described above, applicants for the GS-1854 position must have demonstrated ability in **ALL** of the following areas:

- Ability to recognize situations where tax revenue may be endangered
- Ability to solve problems and devise techniques for accomplishing work objectives where few precedents or guidelines are available
- Ability to deal with others with poise, tact, and good judgment
- Ability to organize information and communicate it orally or in writing

**EVALUATION METHODS:** Applicants will be evaluated and given points on **relevant** experience; formal college education, training and self-development within the past five years; awards (Quality Increase, Sustained Superior Performance, Special Act and Suggestion awards) received in the past two years; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

### **SUPPLEMENTAL EXPERIENCE STATEMENT**

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to communicate orally in a concise and organized manner
2. Ability to efficiently plan and organize work and to prioritize objectives while adjusting to changes in workloads, resources and priorities
3. Ability to apply the laws, regulations and policies governing the administrative and operational functions of the Bureau
4. Skill in preparing and reviewing written communications
5. Ability to work with and through others to accomplish objectives
6. Ability to perform research and complex studies

### **GENERAL INFORMATION:**

1. Applications will not be returned to applicants.
2. All applicants will be notified by the Personnel Division upon completion of the selection process.
3. Applications must be received by the closing date of this announcement.
4. Candidates must address the KSAs themselves. Supervisors are not responsible for KSA narratives.
5. All applicants will be rated and ranked by a ranking panel and must meet a minimum cut-off score to be considered. The Best-Qualified List (BQL) will consist of the top five scoring applicants in alphabetical order. Additional candidates may be certified and forwarded to the selecting official, if measurable distinctions cannot be made among the total number of candidates who met the cut-off score. Likewise, fewer candidates may be certified and forwarded, if fewer than five meet the cut-off score or fewer than five apply.

6. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the telephone number below.
7. No promotion potential

**HOW TO APPLY:** Candidates must submit a written application (e.g., resume; SF171, Application for Federal Employment; OF612, Optional Application for Federal Employment). The OF612 may be obtained from OPM's website <http://www.opm.gov/forms/html/of.htm>. The SF171 is no longer available for distribution.

- A. Your application **must** contain the following information:
  1. Title, series, grade and vacancy announcement number for which you wish to be considered
  2. Full name, social security number and mailing address
  3. Daytime and evening telephone numbers
  4. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates, a description of duties and responsibilities, and average number of hours worked
  5. Name, location and dates of high school and college attended
  6. Type of degree, if any, date received, GPA, major/minor field of study
  7. Clear identification of U.S. citizenship.
- B. Additional information/completed forms which should be submitted:
  1. Written response to the Supplemental Experience Statement
  2. Performance appraisal dated within the last year or copies of your last **(3)** appraisals. Points for the performance evaluation will be given on information provided in one of the following: **(1)** the most recent performance appraisal rating of record which is not the subject of a discrimination challenge, or **(2)** the **three** most recent performance appraisal ratings of record which are not the subject of any discrimination challenges. If you choose to submit your last **three** appraisals, they will be added together and averaged to arrive at a score for that portion of your ranking.
  3. SF-50s to reflect competitive status and show highest grade held on a permanent basis
  4. Relevant training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class, course titles, dates, and number of hours and institutions
  5. Description and month/year of awards, honors, and special qualifications such as language, computer skills, and typing speed

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Office of Management/Personnel Division, 4170  
Attn: Merit Promotion Branch, 00-246 TD/cs  
650 Massachusetts Ave, NW  
Washington, DC 20226

(202) 927-8610

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICS, RELIGION OR ANY OTHER NONMERIT REASON.**

**APPLICANT RESPONSE FORM**  
**(Complete and return this form with your application)**

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: **#00-246 TD/cs**  
Position Title, Series and Grade: **ATF Specialist (Senior Operations Officer), GS-1854-13, San Francisco Field Division, San Francisco, California**

Name and Address ***(applicants, please complete)***

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The results of your application for consideration for this position are as follows:

- \_\_\_ Your name was referred to the selecting official; however you were not selected.
- \_\_\_ You met the basic qualifications for the position, but you were not on the best-qualified list.
- \_\_\_ You were selected for the position.
- \_\_\_ You were found to be ineligible/not qualified as indicated below:

- |  |  |
|--|--|
| <input type="checkbox"/> Lack general experience       | <input type="checkbox"/> Lack required time in grade                     |
| <input type="checkbox"/> Lack specialized experience   | <input type="checkbox"/> Lack education requirements                     |
| <input type="checkbox"/> Outside area of consideration | <input type="checkbox"/> Application received too late for consideration |
| <input type="checkbox"/> Other: _____                  |  |

\_\_\_ Recruitment under this announcement has been cancelled.

\_\_\_ Other: \_\_\_\_\_

Teresa A. Dunnington  
Personnel Management Specialist

\_\_\_\_\_  
Date

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The application you submitted for Vacancy Announcement: **00-246 TD/cs, ATF Specialist (Senior Operations Officer), GS-1854-13, San Francisco Field Division, San Francisco, California**, has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel. Since the Personnel Division is unable to release specific information on job status, the Personnel Division upon completion of the selection process will notify you.

Name and Address ***(applicants, please complete)***

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